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# Procedures for LAIF Transactions

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- ◆ Office hours: 7:30 a.m. to 4:15 p.m.
- ◆ For same day transaction, please call LAIF by 10:00 a.m.
- ◆ Transaction calls received after 10:00 a.m. will be for the next business day
- ◆ Maximum 15 transactions (combination of deposits and withdrawals) per month
- ◆ Minimum transaction amount \$5,000, in increments of a thousand dollars
- ◆ Provide LAIF at least one-day's advance notice for withdrawals of \$10 million or more
- ◆ Transactions may be requested 10 calendar days in advance of effective date
- ◆ Prior to the funds transfer an authorized person must call LAIF to do a verbal transaction
- ◆ Please make telephone calls which pertain to account activities and/or general information after 10:00 a.m. so our lines will be available for daily transactions

The authorized official or trustee must notify LAIF by telephone at (916) 653-3001 and provide the following information:

DEPOSITS	WITHDRAWALS
<ul style="list-style-type: none"> <li>• LAIF PIN Number</li> <li>• Name of Agency</li> <li>• Name of Caller</li> <li>• Transfer Date</li> <li>• Deposit Amount</li> <li>• Bank Name</li> </ul>	<ul style="list-style-type: none"> <li>• LAIF PIN Number</li> <li>• Name of Agency</li> <li>• Name of Caller</li> <li>• Transfer Date</li> <li>• Withdrawal Amount</li> <li>• Bank Name and Account Number</li> </ul>
Confirmation number will be provided after LAIF staff enters the transaction.	Confirmation number will be provided after LAIF staff enters the transaction.
<p>After calling LAIF, agency needs (to instruct its bank) to transfer funds to one of the following LAIF depository banks.</p> <p>Bank of America Bank of the West California Bank &amp; Trust Union Bank of California U.S. Bank Wells Fargo Bank Westamerica Bank</p>	<p>Transfer will be processed only through bank account(s) authorized by the agency in writing and currently on file with LAIF. The bank account(s) must be in the agency's name.</p>
<p>LAIF participants should keep a record of the following: name of the LAIF staff who took the deposit or withdrawal, the date and the time phone call was made, the effective date of the transaction, the LAIF confirmation number and the name of the agency's bank representative that executed the transfer.</p>	